



# **ADAPTIVE KAYAKING MANUAL**

## **TAASC KAYAKING PROGRAM**

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Participants in this program will be introduced to adaptive paddling and safety skills in a controlled flat water environment. The experience, knowledge, and training of the TAASC volunteers and instructors in addition to the variety of TAASC kayaks allow individuals of all ability levels to experience kayaking in a fun, safe, and successful environment. TAASC's location on Twin Lakes and the Scioto River allows paddlers to experience basic flat water and moving water within one session.

### **GENERAL PROGRAM EXPECTATIONS**

Participants should expect to experience and learn the following:

- To be safe in all aspects of the program
- To learn the skills needed to successfully paddle a kayak including but not limited to the following:
  - Parts of a kayak
  - Proper entrance and exit from a kayak
  - Basic navigation on the water
  - Wet exit and re-entry in water
  - Forward stroke, back stroke, sweep stroke, and draw stroke

### **ADAPTED LESSONS**

#### Instructors and Volunteers

TAASC has over 15 Level 1 ACA Certified Kayaking Instructors, many of which also have an adaptive paddling certification, and over 100 trained volunteers that dedicate their time and energy into teaching individuals with disabilities how to kayak.

#### Lesson Dates

TAASC provides kayaking sessions every Tuesday and Thursday evening from 6:00PM-8:00PM from June-August. There are many mid-week morning programs and Saturday programs that coincide with TAASC's large events or special outside group visits to the Adventure Center.

#### Cost

TAASC Members--\$10.00

Non-Members--\$20.00

Cost includes all equipment and PFD, Quickstart lesson, and on-water instruction.

# **KAYAKING POLICIES & PROCEDURES**

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## **STAFF/INSTRUCTOR/VOLUNTEER GUIDELINES**

- All volunteers must be approved by the Kayaking Sport Leader and/or the Volunteer Coordinator
- The Sport Leader and volunteers must complete a volunteer application and have read and signed a release of liability form and background check authorization form.
- All instructors/volunteers must have read the general volunteer manual along with the kayaking policies and procedures manual.
- The Sport Leader must read participant applications prior to each kayaking season. They need to know how to deal with the following information: Medical precautions, medication side effects, behavior issues, and emergency contact information.
- The Sport Leader must be current in CPR and First Aid. Copies of their current certification cards must be on file in the TAASC office.
- The Sport Leader and volunteers are to act professionally at all times when representing TAASC.
- The Sport Leader and volunteers are not permitted to smoke anywhere near participants or other volunteers.
- The Sport Leader and volunteers are not permitted to drink alcohol or use illegal drugs or be under the influence of the same during any kayaking program.
- The Sport Leader must be familiar with weather patterns and the inherent dangers that come with extreme weather conditions.
- The Sport Leader and volunteers must wear a coast guard approved personal flotation device at all times when on the water and on the “beach” area adjacent to the water.
- The Sport Leader and volunteers must acknowledge the ability to do a wet exit before being able to paddle a single kayak.
- Volunteers must attend a kayak safety and information meeting session taught by a TAASC certified instructor.

## **PARTICIPANT GUIDELINES**

- All kayaking participants must complete a participant application and have read and signed the release of liability form.
- All participants must wear appropriate clothing.
- All participants must wear a coast guard approved personal flotation device at all times when on the water and on the “beach” area adjacent to the water.
- All participants must inform the Sport Leader or lead instructors of any changes in their medication or medical situation before participating.
- All participants must remain within visible and audible distance from TAASC volunteers while on the water.

## **KAYAKING ESSENTIAL ELIGIBILITY CRITERIA**

All kayaking participants must acknowledge the ability to perform the following EEC:

- Breathe independently (i.e. not require medical devices to sustain breathing).
- Independently maintain sealed airway passages while under water.
- Hold head upright with or without adaptive head/neck support.
- Manage personal care independently or with the assistance of a companion.
- Manage personal mobility independently or with a reasonable amount of assistance.
- Follow instructions and effectively communicate independently or with the assistance of a companion.
- Independently turn from face-down to face-up and remain floating face-up while wearing a properly fitted life jacket.
- Get in/out of a paddle craft independently or with a reasonable amount of assistance. TAASC volunteers are unable to perform transfers on anyone other than small children. Participants will need to bring a companion to help with transfers in needed.
- Independently get out of a capsized paddle craft.
- Following a deep water capsize, be able to hold on to a kayak/tow rope or swim back to shore
- Maintain a safe, well balanced body position in the kayak.

## **ON THE WATER GUIDELINES**

- Sport Leader and/or Program Coordinator must approve all TAASC kayaking sites.
- Before participants are on the water, a TAASC volunteer must be on the water ready to give assistance if needed.
- All participants must be with a volunteer when on the water either in a tandem kayak or as a kayaking partner. At no time should a participant be on the water by themselves.
- All participants must remain within visible and audible distance from TAASC volunteers while on the water.
- Participants should never be taken in the vicinity of potential hazards such as downed trees in the water, shallow water, or low head dams.
- While on the water, there should be a lead boat and a sweep boat when moving away from the put-in site, or have a lifeguard station setup employed.
- All participants and volunteers should understand the safety whistle commands.
  - One short blast – Raft up.
  - Three blasts – Emergency, look at the leader and follow the directions given.
- All participants and volunteers should be able to identify on the water hand/paddle signals and be able to react accordingly.
  - One hand or paddle straight up – Stop
  - One hand or paddle raised and circling – Raft up
  - One hand or paddle pointing to the right or left – Travel in the direction given

## **EQUIPMENT GUIDELINES**

- All equipment must be inspected before being used for a lesson. If the equipment has any deficiency that affects the operational safety, the equipment must be taken out of service and an out of service tag must be filled out.
- All equipment should be inspected throughout each kayaking program. If any problem occurs, the Sport Leader must take the piece of equipment out of service and fill out an out of service tag.
- All equipment must be properly stored after each use.
- All personal flotation device must be checked for proper fit prior to going out on the water. All personal flotation devices must be zipped, buckled, properly fitted, and fastened at all times.
- All adaptations made to any kayaking equipment and adaptive devices must be checked by the Sport Leader or by a volunteer that has been approved by the Sport Leader to check adaptations.

- At no time should a participant be strapped into or tied to a kayak.
- Only members of TAASC have the ability to rent kayaks. All individuals wanting to rent equipment must be able to demonstrate the ability to independently use equipment before being able to rent. An equipment rental form must be filled out completely, signed by the Sport Leader, and filed at the TAASC office.

## **KAYAKING RISK MANAGEMENT POLICIES & PROCEDURES**

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### **GENERAL RISK MANAGEMENT POLICIES AND PROCEDURES**

- The Sport Leader will have the following information on hand:
  - Phone number for the emergency service for the area.
  - Location of and directions to the nearest medical facility.
  - First Aid Kits.
  - Risk Management Info/Emergency contact numbers for each participant/staff person and volunteers.
- Signed release of liability forms from all participants and volunteers. First Aid kits will be present at all TAASC programs and will not contain any over the counter or prescription drugs.
- TAASC volunteers and staff will only render medical assistance to a level that corresponds directly with that of their current training and certification.
- TAASC staff and volunteers should not administer oral prescription or over the counter drugs of any kind without proper training. Examples of proper training are advanced medical certifications, Wilderness First Responder.
- For any instance when First Aid is given, an incident report form must be completed by the individual administering First Aid.

### **INCIDENT RESPONSE POLICY**

Any incident related to TAASC must be reported to the Board President, Program Coordinator, and Sport Leader in a prompt, accurate, and responsible manner.

The following is a list of steps the Sport Leader, lead instructors, and volunteers should take when involved or responding to an incident at a kayaking program.

#### **GET HELP**

- Send one or more competent persons to call for help. They will need to not the exact location of the incident.

#### **PROTECT THE ACCIDENT SITE**

- Move the injured kayaker to shore if possible, or out of the way of obstacles or current and raise your paddle to identify your location.

#### **PROTECT THE INJURED KAYAKER**

- Protect the kayaker from other environmental hazards. In a life-threatening situation, apply immediate first aid to the best of your ability.
- Make sure that the injured kayaker is warm and comfortable as possible.

- When help arrives, give them information on what happened. Stay with the student until otherwise directed by the Sport Leader, parent, or legal guardian.

#### FILL OUT AN INCIDENT REPORT FORM

- An incident report form must be filled out for all incidents, no matter how small. The Sport Leader needs to know about all incidents that happen while kayaking. When filling out the incident report form, you should stick with the facts and get names and witness statements from those who saw the incident. The incident report form will be looked at by doctors and nurses that treat the student. Make sure that it is accurate and complete.

#### FOLLOW UP

- Follow up with the Sport Leader regarding the incident and the condition of the person involved.